

May 30, 2018

RE: Request for Proposal – Auditing Services

Dear Madam/Sir:

Colorado Rural Health Center (CRHC) is accepting proposals from CPA firms to provide audit services for our organization in the future. We invite your firm to submit a proposal to us by June 29, 2018 for consideration. A description of CRHC, the services needed, and other pertinent information follows.

Background of the Colorado Rural Health Center:

The Colorado Rural Health Center (CRHC) is Colorado's nonprofit State Office of Rural Health. CRHC works with Federal, State and Local partners to offer services and resources to rural healthcare providers, facilities and communities. We have a diverse and inclusive statewide constituency of over 3,500 individuals and organizations. Annual revenues are approximately \$2.6 million and the organization employs 20 people. The organization has a December 31 fiscal year end, and a single audit is required.

Services to be Performed:

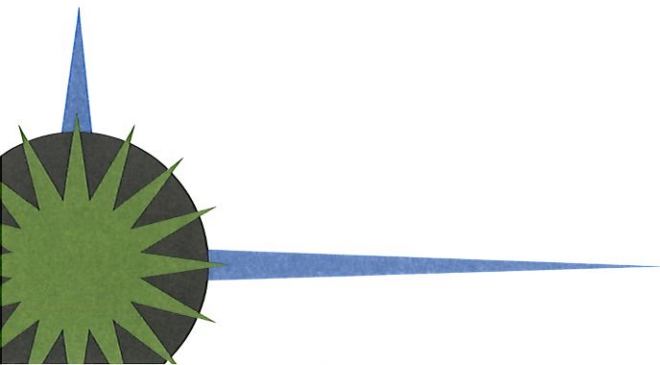
Your proposal is expected to cover the following services:

- Annual financial statement audit including the preparation of the financial statements and related footnotes
- Federal Single Audit
- Preparation of IRS Form 990
- Management letter
- Conference call meeting mid-May with CRHC Board of Directors

CRHC can be somewhat flexible in the timing of these services in order to be more cost effective.

The State Office of Rural Health

3033 S. Parker Rd., Ste. 606
Aurora, CO 80014
T: 303.832.7493
T: 800.851.6782
F: 303.832.7496
www.coruralhealth.org



All proposals must include:

- a) Evidence of the firm's qualifications to provide the above services;
- b) Background and experience in auditing nonprofit clients;
- c) The size and organizational structure of the firm;
- d) Statement of the firm's understanding of work to be performed, including tax and non-audit services;
- e) A proposed timeline for fieldwork and final reporting;
- f) Proposed fee structure for each of the next three years of the proposal period, including whatever guarantees can be given regarding increases in future years, and the maximum fee that would be charged;
- g) Indicate whether out of pocket expenses or administrative charges are included or if they would be billed separately;
- h) Describe your billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure;
- i) Names of the partner, audit manager, and field staff who will be assigned to our audit and provide biographies;
- j) A copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments; and
- k) References and contact information from at least two comparable nonprofit audit clients;
- l) Educational opportunities available to CRHC Staff

Evaluation of Proposals:

The Colorado Rural Health Center will evaluate proposals on a qualitative basis. This includes a review of the firm's peer review report and related materials, interviews with senior engagement personnel to be assigned to our organization, results of discussion with other clients, and the firm's completeness and timeliness in its response to us.

Please submit your response to this Request for Proposal by June 29, 2018. We would also appreciate a response if you decline to submit a proposal.

Key Personnel:

Following are key contacts for information you may seek in preparing your proposal:

Michelle Mills	Chief Executive Officer	303.832.7493
Lori Arbuckle, CPA	Finance Manager	720.248.2740

Requests for additional information, visits to our site, review of prior financial statements and tax returns and/or appointments with the Chief Executive Officer should be coordinated through our Finance Manager. Please return the completed proposal to the attention of the Finance Manager at 3033 South Parker Road, Suite 606, Aurora, CO. 80014 or electronically to accounting@coruralhealth.org.

Please let me know if you have any comments and/or questions.

Sincerely,



Lori Arbuckle, CPA

Finance Manager

COLORADO RURAL HEALTH CENTER

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Attachments:

2017 audited financial statements

2017 Form 990